

6.0 – Using the Find Documents Features

Once you have launched PowerTrack and selected ‘Household Goods’ to begin working with invoices you will always be presented with the ‘Find Documents’ screen. PowerTrack allows for very simple searches and the ability to search by document, date, status, participants, origin and destination. How to do that is discussed in this section. An example of the find screen is below.

The screenshot shows the 'Find Documents' screen in the PowerTrack Transaction Manager. The browser title is 'PowerTrack® Transaction Manager - Microsoft Internet Explorer provided by US Bank, v3.5'. The page has a blue header with the PowerTrack logo and 'The Smart Currency™' text. Below the header is a navigation bar with 'Home', 'Daily Work', and 'Help' links. A toolbar contains icons for Back, Refresh, Detail, Save, Edit, Print, Note, New Item, and Close. The main content area is divided into two sections. The left section, titled 'My Finds:', contains a text input field with '[Unpaid Invoices]' and a 'Find All' button. Below this are 'Find', 'Save', and 'Delete' buttons. The right section, titled 'Description:', contains the text 'This find will return up to 100 available documents.' Below these sections is a tabbed interface with tabs for 'Control', 'Dates/Notes', 'Status', 'Participants', 'From/To/Mode', and 'Layout'. The 'Control' tab is active, showing search criteria for 'Document' (Type: All, Number: Starts With, Equals, Quantity: 100 (Max 300)), 'Transaction Amount' (Greater Than, Equal to, Less than, Between), and 'Currency' (Canadian Dollar, Euro, US Dollar). A red-bordered box on the right side of the screen contains the following text: 'You will always be presented with a Find screen once you select Goods and Services. Select the parameters on each tab that you wish to conduct your search on and click the Find button.'

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Home Daily Work Help

Back Refresh Detail Save Edit Print Note New Item Close

My Finds: [Unpaid Invoices] [Find All]

Find Save Delete

Description: This find will return up to 100 available documents.

Control Dates/Notes Status Participants From/To/Mode Layout

Document

Type: All

Number: Starts With Equals

Quantity: 100 (Max 300)

Transaction Amount

Greater Than Equal to Less than Between: and

Currency

Canadian Dollar Euro US Dollar

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You will always be presented with a Find screen once you select Goods and Services. Select the parameters on each tab that you wish to conduct your search on and click the Find button.

The Dates/Notes tab is pretty self explanatory, allowing you to search for documents by dates and notes. You can search for all documents with Notes to my company, from my company, etc.

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Find Documents

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Back Refresh Detail Save Edit Print Note New Item Close

My Finds: [Unpaid Invoices]
[Find All]

Description:
This find will return up to 100 available documents.

Find Save Delete

Control **Dates/Notes** Status Participants From/To/Mode Layout

Date Type: [v]

Date Range
☒ In the last [] days
☐ Older Than
All dates must be entered in MM/DD/YYYY format.
☐ After:
☐ Between: [] and []
☐ Before:

Select Documents where last Note is:
☒ Not used
☐ Either to or from my company
☐ From my company
☐ To my company

Actual Service Date
Document Creation Date
Document Issue Date
Documentation Status Date
Expected Ship Date
Financial Status Date
Fulfillment Status Date
Invoice Date
Last Note Date
Last Update Date
PO Date

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You have the ability to search for documents by status. Each document has four statuses.

Financial – think of this status in relation to the money (this status affects the invoice).

Fulfillment – (not used by HHG)

Compliance – this status is relative to the actual movement (the Transit Status).

Every day Sellers should search for Audit Exceptions, Unmatched and Compliance Statuses needed to be updated.

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Back Refresh Detail Save Edit Print Note New Item Close

My Finds: [Unpaid Invoices]
[Find All]

Description:
This find will return up to 100 available documents.

Find Save Delete

Control Dates/Notes **Status** Participants From/To/Mode Layout

Financial Status

- ☐ Approval Final
- ☐ Approval Required
- ☐ Audit Exception
- ☐ Cancelled
- ☐ Denied
- ☐ Duplicate
- ☐ Held
- ☐ Order Complete
- ☐ Order Partial
- ☐ Payment Initiated
- ☐ Payment Settled
- ☐ Suspended
- ☐ Unmatched

Fulfillment Status

- ☐ Audit Exception
- ☐ Cancelled
- ☐ Complete
- ☐ Duplicate
- ☐ Not Required
- ☐ Partial
- ☐ Suspended
- ☐ Unmatched

Compliance Status

- ☐ Cancelled
- ☐ Complete
- ☐ Duplicate
- ☐ Not Complete
- ☐ Suspended
- ☐ Unmatched

Price Status

- ☐ Not Priced
- ☐ Not Required
- ☐ Not Validated
- ☐ Price Exception
- ☐ Pricing Complete
- ☐ Pricing Required

Show Documents for My Approval

- ☐ All
- ☐ Previously approved at a lower level

Clear All Check All

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You also have the ability to search for transactions by participants (i.e., selling party, buying party, bill to, etc.).

Click the Add button to select particular participants to add to your find criteria.

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PowerTrack. The Smart Currency™ **Find Documents**

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Back Refresh Detail Save Edit Print Note New Item Close

My Finds: [Unpaid Invoices]
[Find All]

Description:
This find will return up to 100 available documents.

Find Save Delete

Control Dates/Notes Status **Participants** From/To/Mode Layout

Organization Role	Organization ID Type	Organization ID	Organization Name	Look Down
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Add Remove Remove All

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By just selecting My Organization Space, users will be selecting all documents within the user's Org. By choosing My Trading Partner Space, users can select one or a group of trading partners. This will narrow the Find to documents with those Trading Partners as participants. You can also select the Participant's Role so if you wanted to find all transactions where the Seller is Company A, you would select Company A, Change the drop down to Seller and click the Add button. This selection only adds this choice to your find.

Find Organization -- Web Page Dialog

Find Organization Criteria

Search in: ☒ My Organization Space
☐ My Trading Partner Space
☐ Entire PowerTrack Space

Organization ID Type:

Organization ID: ☐ is exactly ☐ starts with

Organization Name: ☐ is exactly ☐ starts with

Country:

State:

City:

Postal Code:

Number of Organization Returned: (Max.300)

Organizations Found

Organization ID Type	Organization ID	Name	Address

Apply Participant Role

Organizations Selected

Role	Organization ID Type	Organization ID	Name	Ad

Organization ID Type Dropdown:

- Assigned by PowerTrack
- Carrier's Customer Code
- Commercial and Government Entity (CAGE)
- Customer Number
- DEA Number (Drug Enforcement Agency Number)
- Department of Defense Activity Address Code
- D-U-N+4, D-U-N-S Number with Four Character Suffix
- D-U-N-S Number issued By Dun & Bradstreet
- Governments Bill Of Lading Office Code (GBLOC)
- Group Purchasing Organization (GPO)

Apply Participant Role Dropdown:

- BillTo
- Buyer
- Seller
- ShipTo

Once you select your criteria and click the Start Find button, you will be presented with your Participants Find results on the top right. Then you can select a participant, select that participant's role and then click Add, this adds that participant to your list. Once you've added the participant, you can then click OK and your Participants selection will be returned in a list on the Participants Tab.

RESULTS

Find Organization -- Web Page Dialog

Find Organization Criteria

Search in:

☐ My Organization Space
☒ My Trading Partner Space
☐ Entire PowerTrack Space

Organization ID Type :

Organization ID :

☐ is exactly
☒ starts with

Organization Name :

☐ is exactly
☒ starts with

Country :

UNITED STATES OF AMERICA

State :

City :

Postal Code :

Number of Organization Returned :

100 (Max.300)

Start Find

New Find

Organizations Found

Organization ID Type	Organization ID	Name	Address
D-U-N-S Number	ABCD	ORG 1	123 E Street
D-U-N-S Number	EFGH	ORG 2	234 F Street
D-U-N-S Number	IJKL	ORG3	567 G Street

Apply Participant Role

Seller

Add

Remove

Organizations Selected

Role	Organization ID Type	Organization ID	Name
Seller	D-U-N-S Number	ABCD	ORG 1
Seller	D-U-N-S Number	EFGH	ORG 2

OK

Cancel

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Find Documents

Back Refresh Detail Save Edit Print Note New Item Close

My Finds: [Default]
[Find All]

Description:
This find sets all the criteria back to the system defaults.

Find Save Delete

Control Dates/Notes Status **Participants** From/To/Mode Layout

Organization Role	Organization ID Type	Organization ID	Organization Name	Look Down
Selected participants will be returned and listed in this area.				

Add Remove Remove All

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Here you'll see that users can search not only for documents with particular Ship From/To addresses but they can also search for documents by specific mode.

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Find Documents

Back Refresh Detail Save Edit Print Note New Item Close

My Finds: [Unpaid Invoices]
[Find All]

Description:
Find unpaid invoices less than 90 days. Does not include denied or cancelled.

Find Save Delete

Control Dates/Notes Status Participants **From/To/Mode** Layout

Ship From
City:
Country:
State/Province:
Postal Code:

Ship To
City:
Country:
State/Province:
Postal Code:

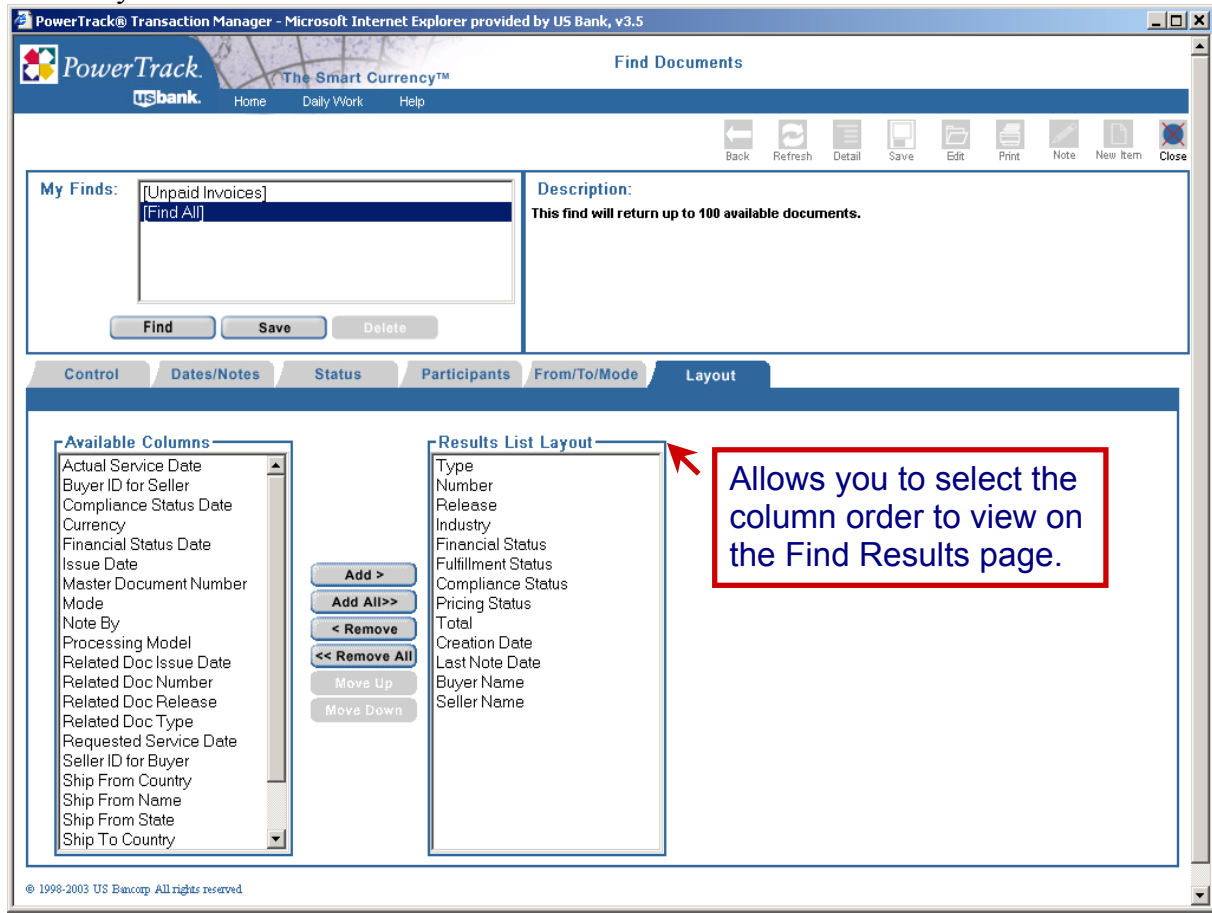
Mode
☒ Air
☒ Air Freight Guaranteed Traffic
☒ Air Freight Other
☒ Air Taxi
☒ AirFreight
☒ Barge
☒ Bus
☒ DriveAway
☒ Expedited Truck
☒ Flatbed
☒ Handle In
☒ Handle Out
☒ Household Goods

Clear All Check All

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Not only can you select the columns you want displayed on the Find Results screen but you can also choose in which order they should be displayed. If you want your columns to always display in this order, you need to select the column Results List Layout you want and save the find.

Once you have selected all of your find criteria, you can save your find or just click Find to conduct your find.



Click on the Find button and you will be presented with all of the transactions meeting your find criteria. Select a transaction by clicking on it to highlight it and then click on the detail icon at the top of the page.

The screenshot shows the PowerTrack Transaction Manager interface within a Microsoft Internet Explorer browser window. The title bar reads "PowerTrack® Transaction Manager - Microsoft Internet Explorer provided by US Bank, v3.5". The interface includes a header with the PowerTrack logo, "The Smart Currency™", and navigation links for Home, Daily Work, and Help. Below the header, the section is titled "Find Invoice List" and states "Search criteria returned 2 documents." A toolbar contains icons for Back, Refresh, Detail (circled in red), Save, Edit, Print, Note, New Item, and Close. A table displays the search results with columns: Type, Number, Release, Industry, Financial Status, Fulfillment Status, Compliance Status, Pricing Status, and To. Two invoice entries are listed. At the bottom, there are buttons for Approve, Deny, Hold, Cancel, and Resume. A copyright notice at the bottom left reads "© 1998-2003 US Bancorp All rights reserved."

Type	Number	Release	Industry	Financial Status	Fulfillment Status	Compliance Status	Pricing Status	To
Invoice	INV5678.2		Goods & Services	Audit Exception	Not Required	Unmatched	Not Required	
Invoice	INV5678.1		Goods & Services	Audit Exception	Not Required	Complete	Not Required	

Highlight document you wish to view by clicking on the line, then click the Detail icon.